



Position: Bilingual Domestic Violence Court & Community Response Manager

Reports to: Director of Crisis & Advocacy Services

Classification: Full-time, exempt from FLSA.

Position Summary: The Bilingual Court & Community Response Manager partners with other court staff to manage Compass Center's domestic violence court advocacy program with a focus on Spanish-speaking and linguistically diverse survivors and rural Orange County residents. The Manager also assists with the organization's coordinated community response effort (DVSARC), helps train staff and interns on filing protective orders, and coordinates with court-related community partners.

Work Conditions: Participation in 24-hour DV crisis line on-call rotation - some evening, weekend and holiday on-call hours required; periodically move boxes and bags weighing up to 30 pounds; ascend/descend stairs as needed. Hybrid work from home (1-2 days) and in-office in Chapel Hill/at court in Hillsborough (3-4 days) is required for this position.

Benefits: 100% paid health, vision and dental insurance (no employee contribution required). ~5 weeks paid time off, additional paid day off each month, 14 paid holidays per year. Paid parental leave, paid safe leave (domestic violence/sexual assault/stalking) and short-term disability benefits. Option to participate in 403(b) Retirement Savings Plan.

Salary: \$46,500 base salary. Additional pay for overnight/weekend primary on-call crisis line rotation (approx \$3,000-\$4,500/year).

Essential Job Duties and Responsibilities

Domestic Violence Client Services

- Accompany Spanish-speaking, English-speaking, and linguistically diverse victims to civil and/or criminal DV court weekly as needed and provide direct and indirect advocacy for victims
- Assist with civil and criminal court docket preparation, conduct pre- and post-court follow-up with clients, and assist with initial 50B applications, expiration reminder calls, and renewals
- Provide direct assistance to victims of DV receiving services through the 24-hour DV crisis line and in-person as part of the overall crisis team rotation
- Maintain statistical records and appropriate documentation
- Engage in outreach activities to elicit feedback from survivors, increase awareness of services, and improve advocacy and community response efforts with underserved Orange County communities experiencing relationship abuse including Spanish-speakers and other linguistically diverse residents and rural residents
- Other duties as assigned by supervisor

Training

- Screen, train, and supervise court volunteers and/or interns as needed
- Remain informed about domestic violence legislation and update staff on relevant changes to both legislation and court procedures
- Assist in training of interns and staff on completing and filing protective orders, Legal Aid referrals, and other court-related processes

Community Response

- Support Orange County's coordinated community response system by partnering with other staff and community partners to facilitate meetings of the Domestic Violence and Sexual Assault Response Committee (DVSARC)
- Serve as liaison between Spanish-speaking and other linguistically diverse survivors and victim service providers in court such as the DA's office, law enforcement, Legal Aid, and local attorneys
- Develop and present trainings for legal system and court-related stakeholders as requested

Qualifications

Required:

- Fluent in Spanish
- 1-2 years of experience working with survivors of violence or another underserved population, preferably in a crisis setting, or an equivalent combination of education and experience
- Ability to work effectively with a broad range of community organizations and entities including court personnel, first responders, law enforcement, homelessness services providers, peer support specialists, medical providers, child welfare workers, and others who frequently interact with DV survivors
- Ability to attend DV court on Thursdays weekly in Hillsborough, NC
- Cultural humility and commitment to working with diverse groups

Preferred:

- Prior experience managing volunteers/interns
- Prior experience developing and/or facilitating effective trainings

We actively encourage diverse candidates to apply, especially those who are Black and/or Indigenous People of Color, Women and gender minorities, people with lived experience of domestic violence and/or housing instability and people with disabilities and/or neurodivergence. Compass Center provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, color, religion, age, gender identity or expression, sexual orientation, disability, appearance, class, body size, partnership status, parenting and/or pregnancy status, genetic information, national origin, or veteran status.

To apply: send a cover letter, resume and three professional references to employment@compassctr.org and include the job title in the subject line. No phone calls please. Applications will be accepted until the position is filled.